

MEMORANDUM

To: ROCP Directors and Superintendents

From: Albert L. Tweltridge III, Administrator
Regional Occupational Centers and Programs

Date: January 9, 2003

Subject: **CDE ROCP COURSE REVIEW PROCESS UPDATE**

The California Department of Education (CDE) Regional Occupational Centers and programs (ROCP) Unit, in consultation with the California Association of Regional Occupational Centers and Programs (CAROCP), has revised the ROCP Course Review Process (previously known as Biennial Review). In July 2002, we sent you the initial course review forms. Subsequently, we learned that these forms required closer scrutiny. Working in close cooperation with the CAROCP Research and Data Development (RADD) Committee, we solicited input from all ROCPs through CAROCP regional coordinators. We also held two input sessions at the CAROCP conference in November. The attached forms reflect the consensus of input received.

The ROCP Course Review process will provide information that supplements the annual Carl D. Perkins Act reporting requirement, the annual CalWORKs reporting requirement and the annual Performance Based Accountability (PBA) reporting requirement. The ROCP Course Review Process does not immediately replace these other reporting requirements, however, we are planning within a year or two for these forms to satisfy federal reporting requirements for Carl D. Perkins. Clearly, accurate data is vital to demonstrate the effectiveness of the ROCP delivery system to all interested stakeholders – principals, local school board members, legislators, parents, students and local business and industry. Data collected from the ROCP Course Review process will be aggregated and posted on the CDE website.

This letter and the attachments are intended to clarify the ROCP Course Review Process as we begin implementation. The revised documents include the following new forms:

- ROCP Course Review Form A (High Schools), Annual Student Follow-Up
- ROCP Course Review Form B (Adults), Annual Student Follow-Up
- ROCP Course Review Form C, Labor Market; and
- ROCP Course Review Form D, Standards and Certifications.

These forms replace **all** previous versions. Please toss and **do not** use any earlier version of these forms. **Note: All forms attached to this e-mail are in Excel 2000. You must have this version of Excel to open the forms.**

File opening instructions are attached. Copies of the ROCP Course Review Forms A, B, C, and D are also available on-line at: <<http://www.cde.ca.gov/rocp/coursedev>>.

There are two parts to the ROCP Course Review Process. The **first part** is the ROCP Course Review Reporting Forms A (High School) and B (Adults). These forms document your efforts to follow up on 12th grade completers and adult completers on their placement status as of December 31 in the calendar year in which they completed the course. These forms are to be submitted to CDE annually by August 31. The first report using forms A and B is due to CDE on August 31, 2003 for June of 2002 graduates and annually thereafter.

The **second part** involves Forms C and D, which are due to CDE by August 31, 2004. These forms capture data relative to characteristics of individual courses such as industry advisory committees, labor market information, and standards and certifications. All ROCPs must complete and submit the ROCP Course Review Forms C and D for all courses offered between July 2001 and June 2003. This process places all ROCPs on a two year reporting cycle for Course Review Forms C and D. The August 2004 reports will be the first to be submitted to CDE by all ROCPs. Thereafter, ROCP Course Review Forms C and D will be due to CDE every two years. For example, the second report will be due to CDE in August 2006 covering the period July 2003 to June 2005.

Documents that need to be submitted to CDE as part of the ROCP Course Review Process shall include the following:

Annually: Completed and signed ROCP Course Review Forms A (High School) and B (Adults) for annual student follow-up. The first report is due to CDE on August 31, 2003.

Every Two Years: Completed and signed ROCP Course Review Forms C for Labor Market and D for Standards and Certifications. The first report is due to CDE on August 31, 2004.

Summary of due dates:

Fiscal Year 2001-02: Submit Forms A and B to CDE by August 31, 2003.

Fiscal Year 2002-03: Submit Forms A and B to CDE by August 31, 2004.

Fiscal Years 2001-02 and 2002-03: Submit Forms C and D to CDE by August 31, 2004.

Fiscal Year 2003-04: Submit Forms A and B to CDE by August 31, 2005.

Fiscal Year 2004-05: Submit Forms A and B to CDE by August 31, 2006.

Fiscal Years 2004-05 and 2005-06: Submit Forms C and D to CDE by August 31, 2006.

Completed Forms should be e-mailed to your regional consultant at the address indicated below.

It is important to remember that this is a starting point in collecting data critical to being able to demonstrate to the world, through data, the value of the ROCP delivery system. Empirical data is our best offense and our best defense both in good times and in bad. In the end, every person in the ROCP delivery system wants to have confidence that the reported data is valid and reliable.

If you need additional assistance with the ROCP Course Review Process, please contact your regional consultant – **Central**, Dennis Guido 916-327-6367, dguido@cde.ca.gov; **Coastal**, Richard Dahl 916-319-0460, rdahl@cde.ca.gov; **Northern**, Dennis Guido 916-327-6367, dguido@cde.ca.gov; **Southern**, Clay Mitchell 916-445-5568 cmitchel@cde.ca.gov or Dara Dubois 916-445-7754, ddubois@cde.ca.gov. Dennis Guido is the lead consultant for the course review process.

Everyone in the CDE ROCP Unit hopes you had an enjoyable and happy holiday and wishes you the best in 2003.

A note on data collection for *CR Forms A and B* (Annual Student Follow-Up):

The ultimate goal of a student follow-up data collection system is to contact **every** 12th grade and adult completer to identify their employment, advanced training, and/or military status. Realistically, we all know this is not always possible. For your data to be as accurate as possible, please strive to contact all students and accurately report responses. We believe that, for ROCP system-wide data to hold up to the scrutiny of the Legislature and the Department of Finance, it is necessary to demonstrate that no less than 50% of the 12 grade and adult completers were contacted. Please do your best to achieve this contact rate.

Many ROCPs have established data collection methods over the years that serve local needs and are statistically reliable. If you believe it is necessary, please provide explanations, footnotes, or comments to your CR Forms A and B to help explain your data. For example, if your ROCP uses a unique statistically reliable sampling method or strategy to gather your data, please provide an explanation.

Attachments:

File Opening Instructions

Instructions

CR Form A, (High School) Annual Student Follow-Up

CR Form B, (Adults) Annual Student Follow-Up

CR Form C, Labor Market

CR Form D, Standards and Certifications